

AGENDA

COMMITTEE ON LANDS AND BUILDINGS

May 18, 2021

**Aldermen Shaw, Levasseur
Cavanaugh, Long, Sharonov**

6:15 p.m.

**Online Virtual Meeting
Call +1 (872) 240-3311 and enter
Access Code: 309-245-421
when prompted**

1. Chairman Shaw calls the meeting to order.
2. Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Committee is authorized to meet electronically.
3. The Clerk calls the roll.
4. Communication from Brenda Masewic Adams, Tax Collector, requesting that tax dedeed property located at 41 Lancelot Avenue be deemed surplus and disposed of through public auction.
(Note: Attached is a response from the Assessor's Office.)
If the committee so desires, a motion would be in order that the property be deemed surplus and disposed of by public auction.
5. Communication from Tom Dickson of Stebbins Commercial Properties LLC on behalf of a client requesting to purchase a vacant City-owned lot on Hampton Street (Map 546, Lot 9).
(Note: Attached are responses from the Planning & Community Development Department and Assessor's Office.)
Ladies and Gentlemen, what is your pleasure?
6. Communication from the Tax Collector regarding the sale of two vacant lots on Mooresville Road.
Ladies and Gentlemen, what is your pleasure?

7. Request from Mayor Craig to approve two Request for Proposals (RFP's) for the development of affordable housing on the Hartnett and Pearl Street parking lots.

Ladies and Gentlemen, what is your pleasure?

TABLED ITEMS

(A motion is in order to remove any item from the table.)

8. Communication from Hunter Morris regarding the purchase of 521 Maple Street.
(Note: This property was already declared surplus by the committee on 10/29/2019; attached are responses from the Planning & Community Development Department and Assessor's Office.)
9. If there is no further business, a motion is in order to adjourn.

Brenda Masewic Adams, CTC
Tax Collector



Laura Mills
Deputy Tax Collector

CITY OF MANCHESTER ***TAX COLLECTOR***

Memorandum

DATE: April 29, 2021
TO: Committee on Lands & Buildings
FROM: Brenda Masewic Adams, Tax Collector
RE: 41 LANCELOT AVE DISPOSAL

On December 5, 2019 this parcel was tax-deeded for non-payment of 2014 property taxes. The deed was recorded at the Hillsborough County Registry of Deeds on December 9, 2019 at Book/Page 9240/2973. I am requesting the Committee and full Board deem the property surplus for disposal through public auction.

The prior owners have been notified of their rights to repurchase the property. The deadline to redeem all back-taxes, interest, costs and expenses is June 29, 2021. The total due as of today is \$66,395.16.

SUMMARY OF BALANCE DUE	
PROP TAXES	\$40,445.45
INTEREST	\$21,022.04
COST	\$270.25
WW BAL	\$1,017.83
INTEREST	\$1,122.50
COST	\$57.00
PENALTY	\$0.00
EXPENSES	\$2,460.09
TOTAL	\$66,395.16

If public auction is approved and all back-taxes, interest, costs and expenses are not redeemed by the deadline, the auction will take place online, rather than on-site out of respect for the prior owners who currently occupy the property. Disposal will occur subject to their occupancy.

Below are the mortgagees of record that were notified of the impending tax deed and were notified of their repurchase rights.

Internal Revenue Service

Discover Bank -

Eversource, fka Public Service Co of NH

If disposal is granted, please keep in mind that any excess proceeds from the sale must be submitted to Superior Court for disbursement amongst the prior owners and lienholders of record at the time of the deed recording, per RSA 80:88.

RSA 80:90 Definitions allow the City to collect all "back taxes, interests, costs and penalty" which includes legal fees, insurance, incidental and consequential costs associated with the ownership and disposition of each property.

The Notice to Former Owner to Repurchase (RSA 80:89) is applicable until 12/09/2022 if the Board decides to retain the property.

I am available to answer any questions you may have.

Respectfully,



Brenda Masewic Adams
Tax Collector



CITY OF MANCHESTER Board of Assessors

One City Hall Plaza, West Wing
Manchester, New Hampshire 03101
Tel: (603) 624-6520 – Fax: (603) 628-6288
Email: assessors@ci.manchester.nh.us
Web: www.ManchesterNH.Gov



Robert J. Gagne, Chairman
Michael W. Hurley

Lisa Turner
Assistant to Assessors

To: Barbara Shaw, Committee on Lands & Buildings
From: Board of Assessors
Date: May 3, 2021
Re: City Owned Tax Deeded Parcel Scheduled for Auction in July 2021
41 Lancelot Av / Request to Value Property

The Assessors have completed an analysis of the estimated market value of the above-referenced property. The following is a summary of important facts and the value estimate:

Property Location	41 Lancelot Av
Assessors Map/Lot	Map 556, Lot 10
Property Owner	City of Manchester
Deed Book/Page	Book 9240, Page 2973
Date Acquired	December 2019 / Tax deeded parcel
Improved/Vacant	Improved / Single Family Residential
Total Land Area	14,093 SF
Current Zoning	R-1A / 100' Frontage & 12,500 SF Minimum
Overlay District	None
Easements / Restrictions	None known
Estimated Value	To be disclosed in non-public session (RSA 91-A:3 II(d))
Comments	Split-Level style home, 1,196 SF living area, 3 bedroom, 2 bath, finished basement, 2 car garage, large rear deck. Based on prior exterior visits, poorly maintained and in dilapidated condition. Tax deeded parcel scheduled for auction. Recommend discussion of value in non-public session (RSA 91-A:3 II(d)).

Respectfully,

Robert J. Gagne
Chairman

Property Location 41 LANCELOT AV
Vision ID 16341

Account # 2045012

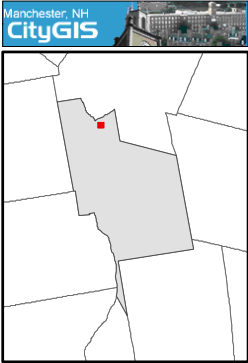
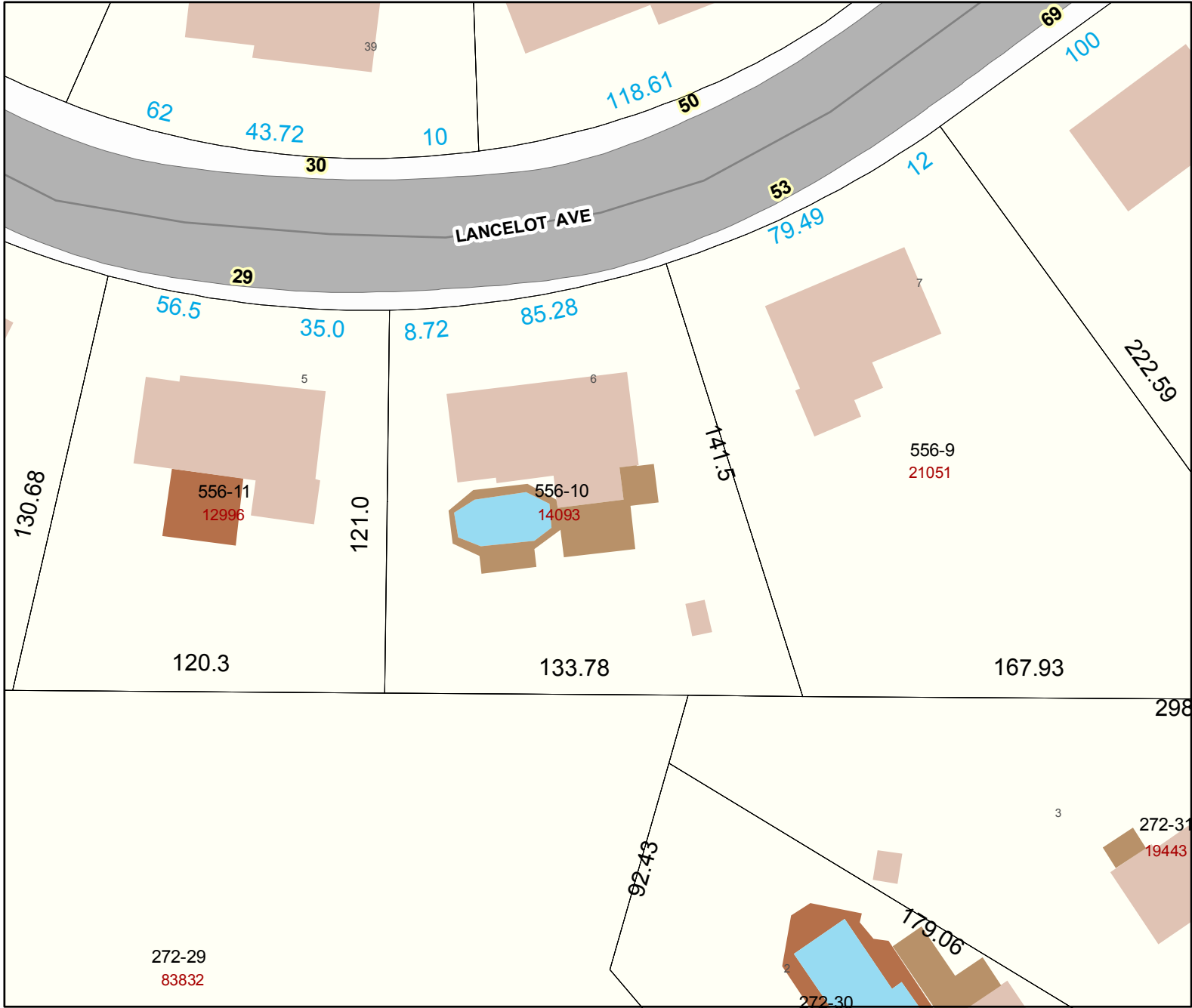
Map ID 0556 / 0010 /
Bldg # 1

Bldg Name
Sec # 1 of 1 Card # 1 of 1

State Use 1010
Print Date 5/3/2021 10:20:28 AM

CURRENT OWNER		TOPO	UTILITIES	STRT / ROAD	LOCATION	CURRENT ASSESSMENT				<div>2017</div> <div>MANCHESTER, NH</div> <div>VISION</div>							
CITY OF MANCHESTER TAX COLL 1 CITY HALL PLAZA MANCHESTER NH 03101		1 Suitable	2 Public Water	1 Paved	1 Urban	Description	Code	Appraised	Assessed								
		1 Level	3 Public Sewer	5 Curb & Gutter		RESIDNTL	1010	149,100	149,100								
		4 Rolling	7 Electric			RES LAND	1010	81,500	81,500								
SUPPLEMENTAL DATA						Total				230,600	230,600						
		Alt Prcl ID Land Adjus NO Voided NO Total SF 14093 Zone Frontage/D No GIS ID 556-10			RAD OR C CAD = 650 Callback Lt Sketch Not Land Class R Parcel Zip 03104-1419 Assoc Pid#												
RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	Q/U	V/I	SALE PRICE	VC	PREVIOUS ASSESSMENTS (HISTORY)									
CITY OF MANCHESTER TAX COLL BALON, THOMAS H		9240	2973	12-06-2019	U	I	5,300	41	Year	Code	Assessed	Year	Code	Assessed V	Year	Code	Assessed
		2505	0089	01-12-1977	Q	I	43,000	00	2020	1010	149,100	2019	1010	149,100	2018	1010	149,100
										1010	81,500		1010	81,500		1010	81,500
		Total						230,600		Total		230,600		Total		230,600	
EXEMPTIONS				OTHER ASSESSMENTS				This signature acknowledges a visit by a Data Collector or Assessor									
Year	Code	Description	Amount	Code	Description	Number	Amount	Comm Int									
Total			0.00														
ASSESSING NEIGHBORHOOD																	
Nbhd		Nbhd Name		B		Tracing		Batch									
280																	
NOTES																	
(ESTIMATE IAV IF NO ENTRY OR CALL BACK)																	
BUILDING PERMIT RECORD								VISIT / CHANGE HISTORY									
Permit Id	Issue Date	Type	Description	Amount	Insp Date	% Comp	Date Comp	Comments	Date	Id	Type	Is	Cd	Purpost/Result			
									11-01-2005	EB			07	Meas/Info@Dr			
									11-01-2005	EB			01	Meas/Int Estimate			
									01-26-2001	DP			02	2nd Visit Not Home			
									01-19-2000	RB			01	Meas/Int Estimate			
									08-29-1990				20	Sale Inspection			
LAND LINE VALUATION SECTION																	
B	Use Code	Description	Zone	Land Type	Land Units	Unit Price	I. Factor	Site Index	Cond.	Nbhd.	Nbhd. Adj	Notes	Location Adjustment	Adj Unit P	Land Value		
1	1010	SINGLE FAM			14,093 SF	5.03	1.00000	1	1.00	280	1.150		1.0000	5.79	81,500		
Total Card Land Units					0 AC	Parcel Total Land Area					0	Total Land Value				81,500	

A black and white photograph of a two-story house with a gambrel roof, covered in snow. The house has a large tree in the foreground and a car parked in the driveway. The house is a Cape Cod style with a gambrel roof and a small front porch. The roof is covered in snow, and the ground in front of the house is also covered in a thick layer of snow. A large, bare tree stands to the left of the house, and a car is parked in the driveway on the right. The house has several windows with dark shutters, and an American flag is visible near the front entrance. The overall scene is a quiet winter day in a suburban neighborhood.



Area Map Showing Extent Of Map At Left

Legend

Surrounding Towns	Lake / Pond
Parcels	River
Easements	Wet Area
Stream	Stream

TYPE

- BUILDING, MOBILE HOME, OUT BUILDING
- DECK
- FOUNDATION
- OVERHEAD, WALKWAY
- PATIO
- POOL - ABOVE GROUND, POOL - INGROUND
- RUN
- TANK

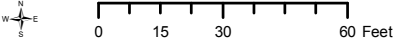
Roads

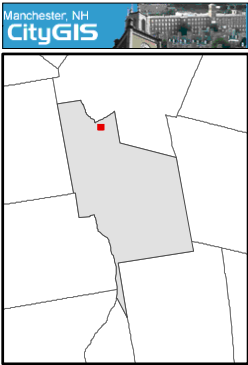
RoadType

- PAVED
- UNPAVED

DISCLAIMER

The information appearing on this map is for the convenience of the user and is not an official public record of the City of Manchester, NH (the "City"). This map is not survey-quality. All boundaries, easements, areas, measurements, rights-of-way, etc. appearing on this map should only be considered approximations, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this information for any particular use. The City assumes no liability whatsoever associated with the use or misuse of this information. The official public records from which this information was compiled are kept in the offices of various City, County, and State government agencies and departments, and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.



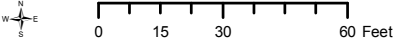


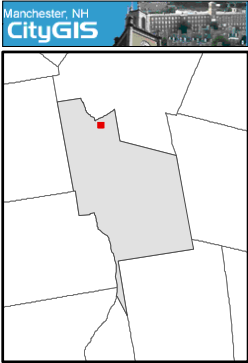
Area Map Showing Extent Of Map At Left



DISCLAIMER

The information appearing on this map is for the convenience of the user and is not an official public record of the City of Manchester, NH (the "City"). This map is not survey-quality. All boundaries, easements, areas, measurements, rights-of-way, etc. appearing on this map should only be considered approximations, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this information for any particular use. The City assumes no liability whatsoever associated with the use or misuse of this information. The official public records from which this information was compiled are kept in the offices of various City, County, and State government agencies and departments, and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.





Area Map Showing Extent Of Map At Left



DISCLAIMER

The information appearing on this map is for the convenience of the user and is not an official public record of the City of Manchester, NH (the "City"). This map is not survey-quality. All boundaries, easements, areas, measurements, rights-of-way, etc. appearing on this map should only be considered approximations, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this information for any particular use. The City assumes no liability whatsoever associated with the use or misuse of this information. The official public records from which this information was compiled are kept in the offices of various City, County, and State government agencies and departments, and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.



STEBBINS
COMMERCIAL
PROPERTIES LLC

April 5, 2021

City Clerk's Office

APR 20 2021

RECEIVED

Office of the City Clerk
c/o Alderman Barbara Shaw
One City Hall Plaza
Manchester, NH 03101

RE: Hampton Street, Manchester, NH
Tax Map 546 Lot 9

Dear Alderman Shaw,

Enclosed please find a Purchase and Sale agreement and deposit receipt for a request to purchase a city property known as Map 546 Lot 9 which is approximately 5,000 square feet of vacant land located on Hampton Street.

The offer price is Six Four Thousand Dollars (\$64,000.00) with a proposed closing May 28th of this year. The buyer requests thirty (30) days for approvals, permits, an environmental audit and a review of the title with no financing contingency.

This offer is contingent upon permit and approvals from the installation of a digital billboard. Buyers will grant the City of Manchester free use of billboard for public service announcements as long as the sign remains in use. The sale of this parcel would turn this non buildable lot into a taxable lot of land, as well as, afford the City the use of the billboard year round. The buyer would also allow any right of ways currently in place on the property to remain in force after the purchase.

Stebbins Commercial Properties LLC represents the buyer in this transaction and shall receive it's compensation from the buyer so the City of Manchester will have no obligation to pay any Real Estate commissions.

Please feel free to call me at 603-669-6323 x106 or my cell 759-5110.

Thanks very much,

Tom Dickson, Associate
Stebbins Commercial Properties LLC

Enclosures: P&S Agreement
Tax Map
Aerial Map

S:\stebbins files\LISTINGS\Queen City Ave & Hampton St.doc

730 Pine Street, Manchester, New Hampshire 03104-3108
Phone (603) 669-6323 Fax (603) 622-4556
Page 1 of 1



PURCHASE AND SALES AGREEMENT AND DEPOSIT RECEIPT

COMMERCIAL, INVESTMENT & INDUSTRIAL REAL ESTATE

This agreement made this 7th day of **April, 2021** between: **City of Manchester, One City Hall Plaza, Manchester, NH 03101** (hereinafter referred to as SELLER) and **Circle Signworx, LLC, 146 Londonderry Turnpike, Hooksett, NH** (hereinafter referred to as BUYER).

WITNESSETH: That the SELLER agrees to sell and convey and the BUYER agrees to PURCHASE the real estate located in **Manchester, NH** known or more particularly described as **5,000 SF of Vacant land on Hampton Street Map 546 Lot 9.**

PURCHASE PRICE: **Sixty Four Thousand Dollars (\$64,000.00).**

ALLOCATION OF PURCHASE PRICE: The purchase price shall be allocated, between the real property and the personal property, by mutual agreement by BUYER and SELLER within N/A days of this Agreement.

DEPOSITS:

a. Initial Deposit: An initial deposit, receipt of which is hereby acknowledged, in the amount of **One Thousand Dollars (\$1,000.00)** is to be applied first toward the purchase price, and is to be held in an escrow account by: **Stebbins Commercial Properties LLC.**

b. Additional Deposit: An additional deposit, to be applied to the Purchase Price in the amount of **One Thousand Dollars (\$1,000.00)** is to be paid on or before **May 1, 2021** and is to be held in an escrow account by: **Stebbins Commercial Properties LLC.**

Balance Due: **Sixty Two Thousand Dollars (\$62,000.00).**

TRANSFER OF TITLE: SELLER agrees to:

- a. Convey the real property to the BUYER by a good and marketable Quitclaim deed, free and clear of all encumbrances, except as noted herein.
- b. Convey all personal property to the BUYER by Bill of Sale, free and clear of all encumbrances, except as noted herein. In the event that the title to the subject property, pursuant to the above, proves not to be marketable, all rights and obligations herein may, at the BUYER's option, terminate and all deposit monies returned to BUYER.
- c. Closing to be held on or before **July 1, 2021.**

POSSESSION: Possession, free of all tenants, occupants and all personal property except as provided herein, is to be given on or before **the closing.**

INSURANCE: The premises and contents shall, until the full performance of this agreement, be kept insured against Fire, with Extended Coverage, by the SELLER. In case of loss, all sums recoverable from said insurance shall be paid or assigned, on delivery of title, to the BUYER, unless the premises and contents shall have been restored to their former condition by the SELLER; or, at the option of the BUYER, this agreement may be rescinded and any deposit monies refunded if loss shall exceed: **Five Thousand Dollars (\$5,000.00).** The SELLER shall provide evidence of current insurance coverage to the BUYER upon request.

-Continued-

MAINTENANCE: Until possession is delivered, SELLER agrees to maintain all real and personal property in good condition and working order.

INSPECTIONS: The BUYER is encouraged to seek information from professionals normally engaged in the business regarding any specific areas of concern. The Agent makes no warranties or representations regarding the condition, permitted use or value of the SELLER's real or personal property. This contract is subject to the following inspections, with results being satisfactory to the BUYER:

TYPE OF INSPECTION:	RESULTS TO SELLER
a. Approvals & Permits	within <u>60</u> Days
b. Environmental	within <u>60</u> Days
c. Title	within <u>60</u> Days

The use of days is intended to mean calendar days from the effective date of the contract. All inspections will be done by professionals normally engaged in the business, to be chosen and paid for by the BUYER. If the results of any inspection or other condition specified herein reveal significant defects which, were not disclosed or previously known to the BUYER, the SELLER shall have the option of repairing the unsatisfactory condition(s) prior to transfer of title if the BUYER and SELLER both agree, failing which the BUYER may terminate the contract and all deposits shall be returned to the BUYER. Notification in writing of intent to so repair should be delivered to the BUYER or BUYER's Agent within five (5) days of receipt by the SELLER of notification of unsatisfactory condition(s). Should the SELLER elect not to repair such unsatisfactory condition(s), the BUYER may declare the contract null and void by notifying the SELLER in writing within five (5) days of receipt of SELLER's election not to repair, and any earnest money shall be returned to the BUYER. If the BUYER does not notify the SELLER that an inspection is unsatisfactory within the time period set forth above, this contingency is waived by the BUYER. In the absence of the inspection(s) mentioned above, the BUYER is relying completely upon the BUYER's own opinion as to the condition of the property.

BUYER HEREBY ELECTS TO ***WAIVE THE RIGHT*** TO ALL INSPECTIONS AND SIGNIFIES BY INITIALING HERE HJS.

PRORATIONS: All income earned but not received, all expense incurred but not paid out, all income received but not earned, and all expense paid out but not incurred as of the date of transfer of title shall be apportioned, as appropriate, between the SELLER and the BUYER as of the date of transfer of title.

LIQUIDATED DAMAGES AND INTERPLEADER PROVISIONS: If the BUYER shall default in the performance under this agreement, the amount of the deposit may, at the option of the SELLER, become the property of the SELLER as reasonable liquidated damages. In the event of any dispute relative to the deposit monies held in escrow, the Escrow Agent may, in its sole discretion, pay said deposit monies into the Clerk of Court of proper jurisdiction in an Action of Interpleader, providing each party with notice thereof shall be discharged from its obligations as recited herein, and each party to this agreement shall thereafter hold the Escrow Agent harmless in such capacity. Each party hereto agrees that the Escrow Agent may deduct the cost of bringing up such Interpleader Action from the monies held in escrow prior to the forwarding of same to the Clerk of such Court.

FINANCING: This agreement is or X is not contingent upon BUYER obtaining financing under the following terms:

- a. Amount: N/A b. Rate: N/A c. Type: N/A d. Term: N/A
- e. Application: Application for financing must be made on or before N/A, failing which, this contingency shall be deemed to have been waived.
- f. Evidence of Financing Commitment: on or before N/A BUYER shall provide SELLER or SELLER's agent with written evidence, acceptable to the SELLER, as to the BUYER's ability or inability to obtain financing, TIME BEING OF THE ESSENCE. Upon such notification, if the BUYER is unable to obtain financing, this agreement shall become null and void and the Escrow Agent is hereby

-Continued-

authorized to return BUYER's deposit in full. In the event that the BUYER fails to comply with such written notification, the financing contingency shall lapse or, at the SELLER's option, the agreement shall become void and in such event, the Escrow Agent is hereby authorized to return the BUYER's deposit in full.

AGENT: The undersigned SELLERS and BUYERS understand that **Stebbins Commercial Properties LLC** Agency represents the BUYER, and shall be compensated by Buyer under separate agreement.

ADDITIONAL PROVISIONS:

- Buyer may extend due diligence for an additional thirty (30) days for permits and approvals.
- This offer is contingent upon receiving the permits and approvals from the City of Manchester, the ability to construct a two-sided commercial digital billboard on these premises, similar in size to the billboard at 2281 Candia Road, Manchester, with a display space of 8'x24' or 192 square feet.
- The Buyer agrees to offer the use of these billboards to the City of Manchester to display public service announcements, at no charge for as long as the sign remains in use. The estimated value to the City of Manchester in advertising value is currently \$24,000.00 per year.

ENTIRE AGREEMENT: This Agreement constitutes the entire agreement between the parties relating to the subject thereof, and any prior agreements pertaining thereto, whether oral or written, have been merged and integrated into this Agreement.

THIS IS A LEGAL INSTRUMENT. IF NOT UNDERSTOOD, LEGAL, TAX OR OTHER COUNSEL SHOULD BE CONSULTED BEFORE SIGNING.

ACCEPTED:

Henry J. Simpson - Member for Circle Sign Works, LLC
Henry J. Simpson - Member 4/19/21
BUYER PRINTED/TITLE DATE

BUYER

PRINTED/TITLE

DATE

SELLER

PRINTED/TITLE

DATE

SELLER

PRINTED/TITLE

DATE

S:\stebbins files\LISTINGS\Queen City Ave & Hampton St 6 Notes & Misc\P&S Queen City Ave Circle Signworks.doc







CITY OF MANCHESTER Board of Assessors

One City Hall Plaza, West Wing
Manchester, New Hampshire 03101
Tel: (603) 624-6520 – Fax: (603) 628-6288
Email: assessors@ci.manchester.nh.us
Web: www.ManchesterNH.Gov



Robert J. Gagne, Chairman
Michael W. Hurley

Lisa Turner
Assistant to Assessors

To: Chairman Barbara Shaw, Committee on Lands & Buildings
From: Board of Assessors
Date: July 23, 2020
Re: Map 546, Lot 9 / off S Willow St / City Owned Vacant Land
Request to Value Property

The Assessors have completed an analysis of the estimated market value of the above-referenced property. The following is a summary of important facts and the value estimate:

Property Location	off S Willow St, near Queen City Ave Ext.
Assessors Map/Lot	Map 546, Lot 9
Property Owner	City of Manchester / Department of Highways
Deed Book/Page	Unknown / No Title search provided
Date Acquired	Likely acquired through eminent domain when Queen City Ave Extension was constructed / Not a tax deeded parcel
Improved/Vacant	Vacant
Total Land Area	5,000 square feet
Current Zoning	B-2 / 100' & 12,500 SF minimum
Overlay District	N/A
Easements / Restrictions	No deed available for review. Highway plan depicts Right of Way to neighboring parcel. City Solicitor should review request and deed.
Estimated Value	To be disclosed in non-public session (RSA 91-A:3 II(d))
Comments	Vacant parcel located off S Willow Street adjacent to the Queen City Ave Extension. Considered “unbuildable” as a standalone parcel. The party showing interest in the parcel is a sign company. It is assumed the intent is to seek approvals to erect a billboard or message sign. An abutter may also be a potential buyer, if the City wishes to sell the parcel. Recommend discussion of value in non-public session (RSA 91-A:3 II(d)).

Respectfully,

Robert J. Gagne, CNHA, NHCG
Chairman

Property Location S WILLOW ST
Vision ID 15967

Account # 33000549

Map ID 0546/ / 0009/ /

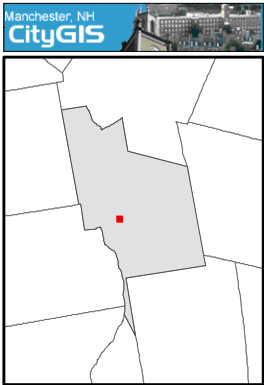
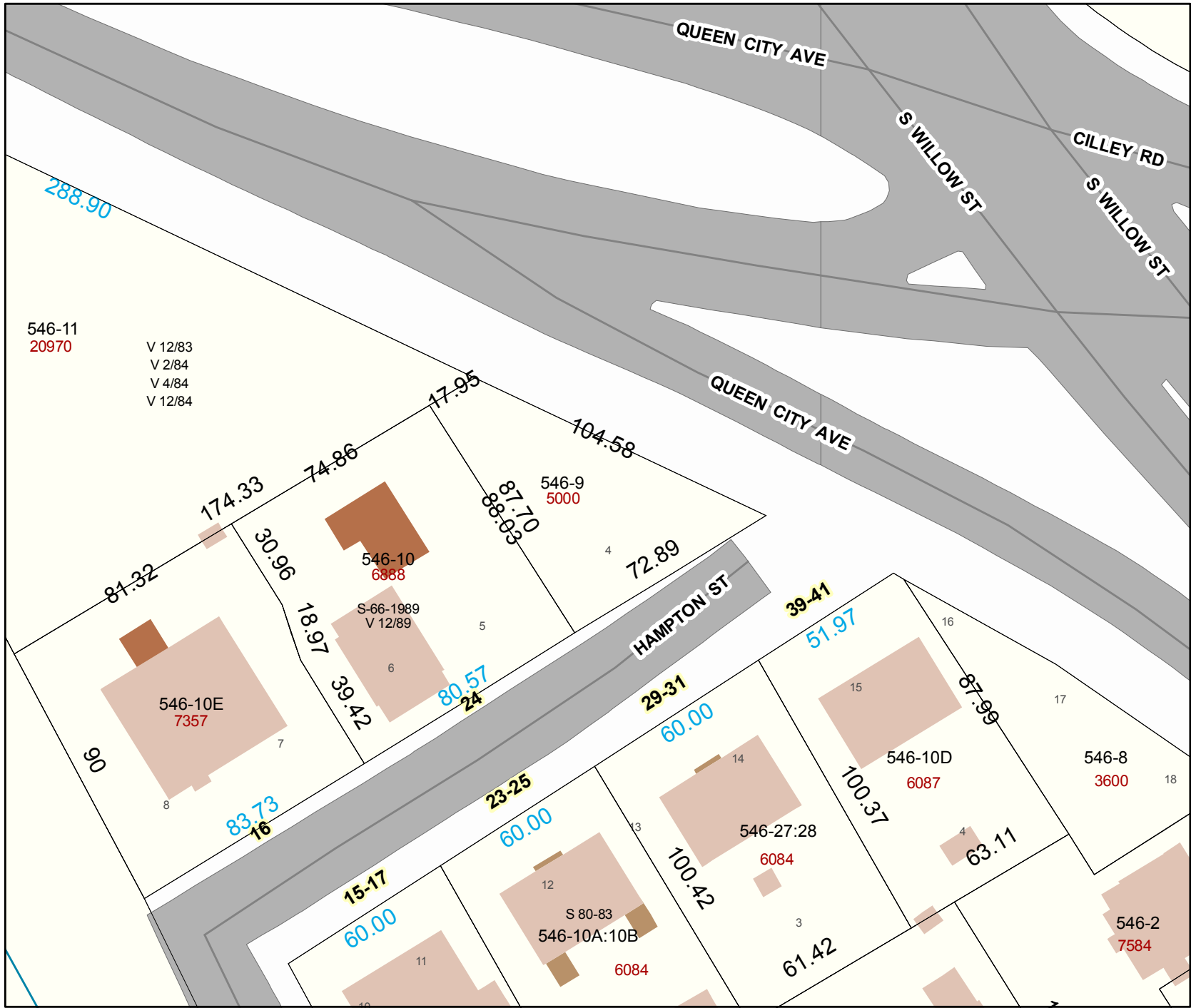
Bldg # 1

Bldg Name
Sec # 1 of 1

Card # 1 of 1

State Use 960V
Print Date 07-23-2020 2:41:39 P

CURRENT OWNER		TOPO		UTILITIES		STRT / ROAD		LOCATION		CURRENT ASSESSMENT				2017 MANCHESTER, NH VISION									
CITY OF MANCHESTER HIGHWAY D 227 MAPLE ST MANCHESTER NH 03103		1	Level	8	None	1	Paved	1	Urban	Description	Code	Appraised	Assessed										
		1	Suitable							EXM LAND	960V	33,900	33,900										
		SUPPLEMENTAL DATA																					
		Alt Prcl ID Land Adjus YES Voided NO Total SF 5000 Zone Frontage/D No GIS ID 546-9				RAD OR C CAD = 730 Callback Lt Sketch Not V Land Class N Parcel Zip 03104 Assoc Pid#				Total		33,900	33,900										
RECORD OF OWNERSHIP		BK-VOL/PAGE		SALE DATE		Q/U		V/I		SALE PRICE		VC		PREVIOUS ASSESSMENTS (HISTORY)									
CITY OF MANCHESTER HIGHWAY DEPART		0 0								0				Year	Code	Assessed	Year	Code	Assessed V	Year	Code	Assessed	
														2019	960V	33,900	2018	960V	33,900	2017	960V	33,900	
														Total		33900	Total		33900	Total		33900	
EXEMPTIONS				OTHER ASSESSMENTS				This signature acknowledges a visit by a Data Collector or Assessor															
Year	Code	Description		Amount		Code	Description		Number	Amount		Comm Int		APPRAISED VALUE SUMMARY Appraised Bldg. Value (Card) 0 Appraised Xf (B) Value (Bldg) 0 Appraised Ob (B) Value (Bldg) 0 Appraised Land Value (Bldg) 33,900 Special Land Value 0 Total Appraised Parcel Value 33,900 Valuation Method C Total Appraised Parcel Value 33,900									
Total		0.00																					
ASSESSING NEIGHBORHOOD																							
Nbhd		Nbhd Name		B		Tracing		Batch															
430																							
NOTES																							
BUILDING PERMIT RECORD														VISIT / CHANGE HISTORY									
Permit Id	Issue Date	Type	Description	Amount	Insp Date	% Comp	Date Comp	Comments						Date	Id	Type	Is	Cd	Purpost/Result				
														11-16-2005	PP			00	Meas & Int Insp.				
														04-25-2005	DI			00	Meas & Int Insp.				
														04-05-2000	RD			14	Other				
														04-03-1991				00	Meas & Int Insp.				
LAND LINE VALUATION SECTION																							
B	Use Code	Description	Zone	Land Type	Land Units	Unit Price	I. Factor	Site Index	Cond.	Nbhd.	Nbhd. Adj	Notes			Location Adjustment		Adj Unit P	Land Value					
1	960V	NOTAX C VA			5,000 SF	14.27	0.50000	B	1.00	430	0.950						1.0000	6.78	33,900				
Total Card Land Units					0.115	AC	Parcel Total Land Area					0.1148				Total Land Value					33,900		

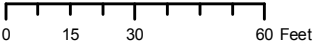


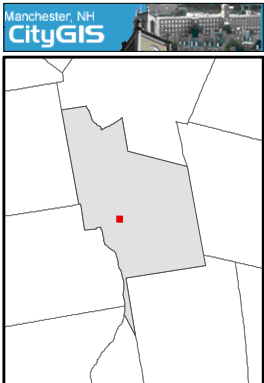
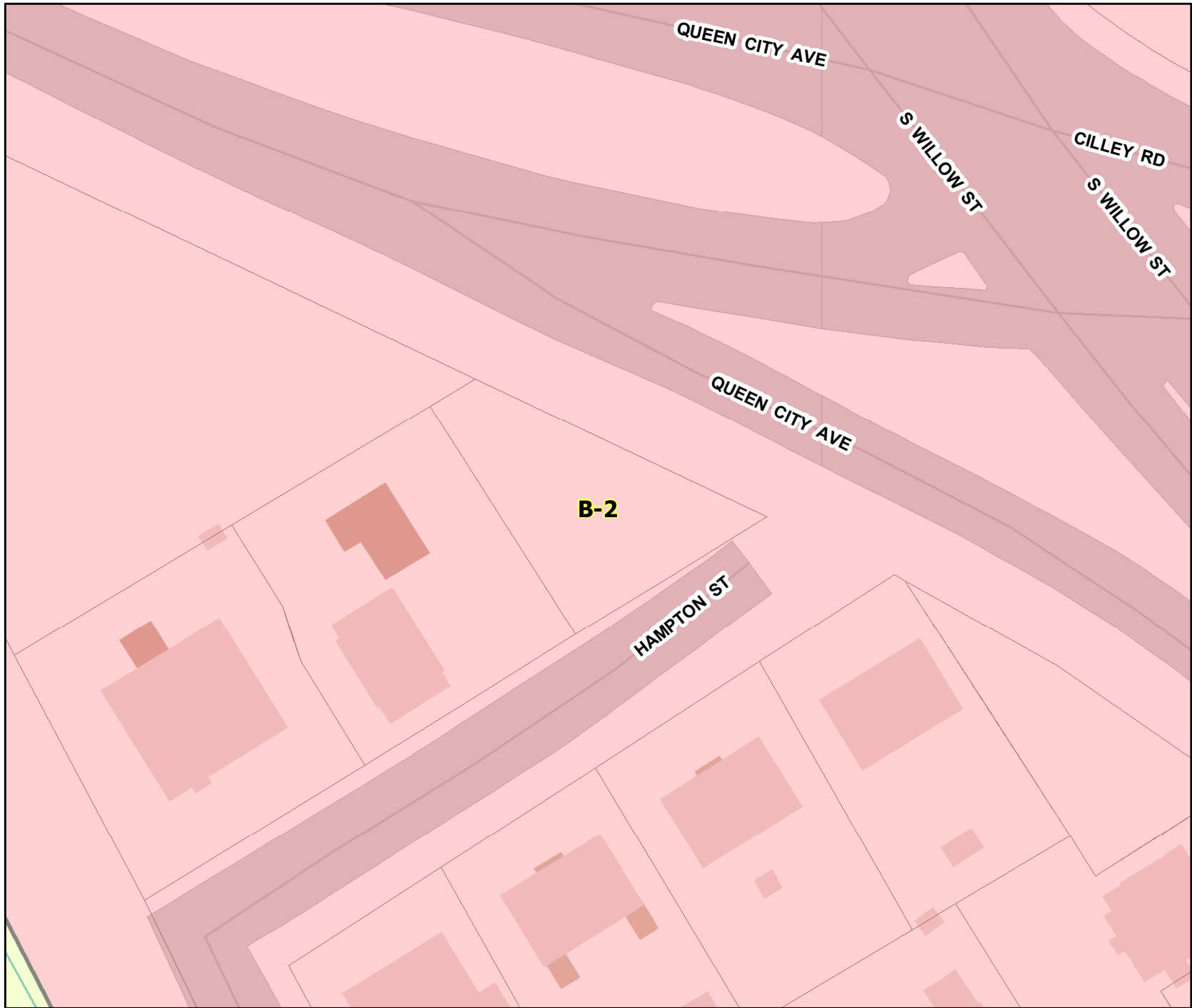
Area Map Showing Extent Of Map At Left



DISCLAIMER

The information appearing on this map is for the convenience of the user and is not an official public record of the City of Manchester, NH (the "City"). This map is not survey-quality. All boundaries, easements, areas, measurements, rights-of-way, etc. appearing on this map should only be considered approximations, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this information for any particular use. The City assumes no liability whatsoever associated with the use or misuse of this information. The official public records from which this information was compiled are kept in the offices of various City, County, and State government agencies and departments, and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.



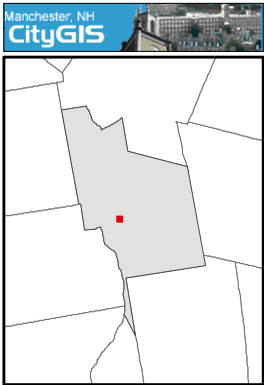


Area Map Showing Extent Of Map At Left



DISCLAIMER

The information appearing on this map is for the convenience of the user and is not an official public record of the City of Manchester, NH (the "City"). This map is not survey-quality. All boundaries, easements, areas, measurements, rights-of-way, etc. appearing on this map should only be considered approximations, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this information for any particular use. The City assumes no liability whatsoever associated with the use or misuse of this information. The official public records from which this information was compiled are kept in the offices of various City, County, and State government agencies and departments, and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.

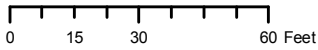


Area Map Showing Extent Of Map At Left



DISCLAIMER

The information appearing on this map is for the convenience of the user and is not an official public record of the City of Manchester, NH (the "City"). This map is not survey-quality. All boundaries, easements, areas, measurements, rights-of-way, etc. appearing on this map should only be considered approximations, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this information for any particular use. The City assumes no liability whatsoever associated with the use or misuse of this information. The official public records from which this information was compiled are kept in the offices of various City, County, and State government agencies and departments, and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.





CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Leon L. LaFreniere, AICP
Director

Planning & Land Use Management
Building Regulations
Code Enforcement Division
Community Improvement Program
Zoning Board of Adjustment

Pamela H. Goucher, AICP
Deputy Director Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director Building Regulations

July 28, 2020

Alderman Barbara Shaw, Chairman
Committee on Lands and Buildings
Board of Mayor and Aldermen
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request to Purchase Lot 546-9 on Hampton Street

Dear Chairman Shaw and Honorable Committee Members:

The City has received a request to purchase City-owned real estate, identified as Tax Map 546, Lot 9, which abuts Hampton Street and Queen City Avenue. The purpose of this letter is to provide a response from the Planning and Community Development Department (PCD), pursuant to Sections 34.15 – 25 of the Manchester Code of Ordinances. For the reasons stated below, PCD recommends not determining the lot surplus and not selling it.

The primary reason not to sell Lot 9 is that it is well placed to be useful for the City in upcoming projects. The Department of Public Works may want to use the lot as part of its combined-sewer-overflow (CSO) project. Lot 9 may also be needed for the reconfiguration of the nearby intersection. This would be particularly relevant if the City is awarded Build Grant funding, which DPW was nearly awarded last year and for which DPW has applied again. PCD consulted with DPW regarding Lot 9, and DPW requested that it not be sold to reserve it for later use.

As you are aware, Section 34.21 of the Manchester Code of Ordinances requires that City-owned lots must first be declared “surplus” prior to their sale. The Code defines “surplus” as “Real estate owned by the city which is not required for municipal purposes either presently or in the foreseeable future.” Since Lot 9 will likely be useful for municipal purposes in the future, it would not meet the definition of “surplus,” and would therefore not be eligible for sale.

Another factor to consider is that there is a landlocked lot behind Lot 9 that can only access a public way by crossing over Lot 9. A plan recorded in the Hillsborough County Registry of Deeds (Plan 27915) shows a right-of-way over Lot 9. PCD staff has not researched the exact nature of the right-of-way, but any structure constructed on Lot 9 would likely infringe upon the right to cross over it. An excerpt of the plan is included with this letter.

Finally, Lot 9 is nonconforming to the Manchester Zoning Ordinance. Lot 9 is in the B-2 Zoning District, which requires 12,500 square feet of lot area, 100 feet of frontage, and setbacks of 20 feet or greater, among other things. It is impossible to tell without a survey, but it appears that Lot 9 would

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-Mail: pcd@manchesternh.gov
www.manchesternh.gov

not meet multiple zoning requirements, both as it is and if a structure were proposed on it. If, as suggested by the submitted purchase-and-sale agreement, the perspective purchaser intends to put a billboard on the lot, that also would present a zoning conflict.

If you have any questions, staff from PCD will be available at your next meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeffrey Belanger".

Jeffrey Belanger, AICP
Senior Planner
Manchester Planning and Community Development Department

Cc: Robert Gagne, Chairman, Board of Assessors
Kevin Sheppard, P.E., Director of Public Works
Brenda Masewic Adams, Tax Collector
File

Lot 546-9

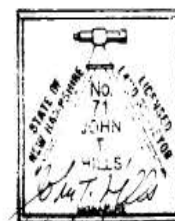
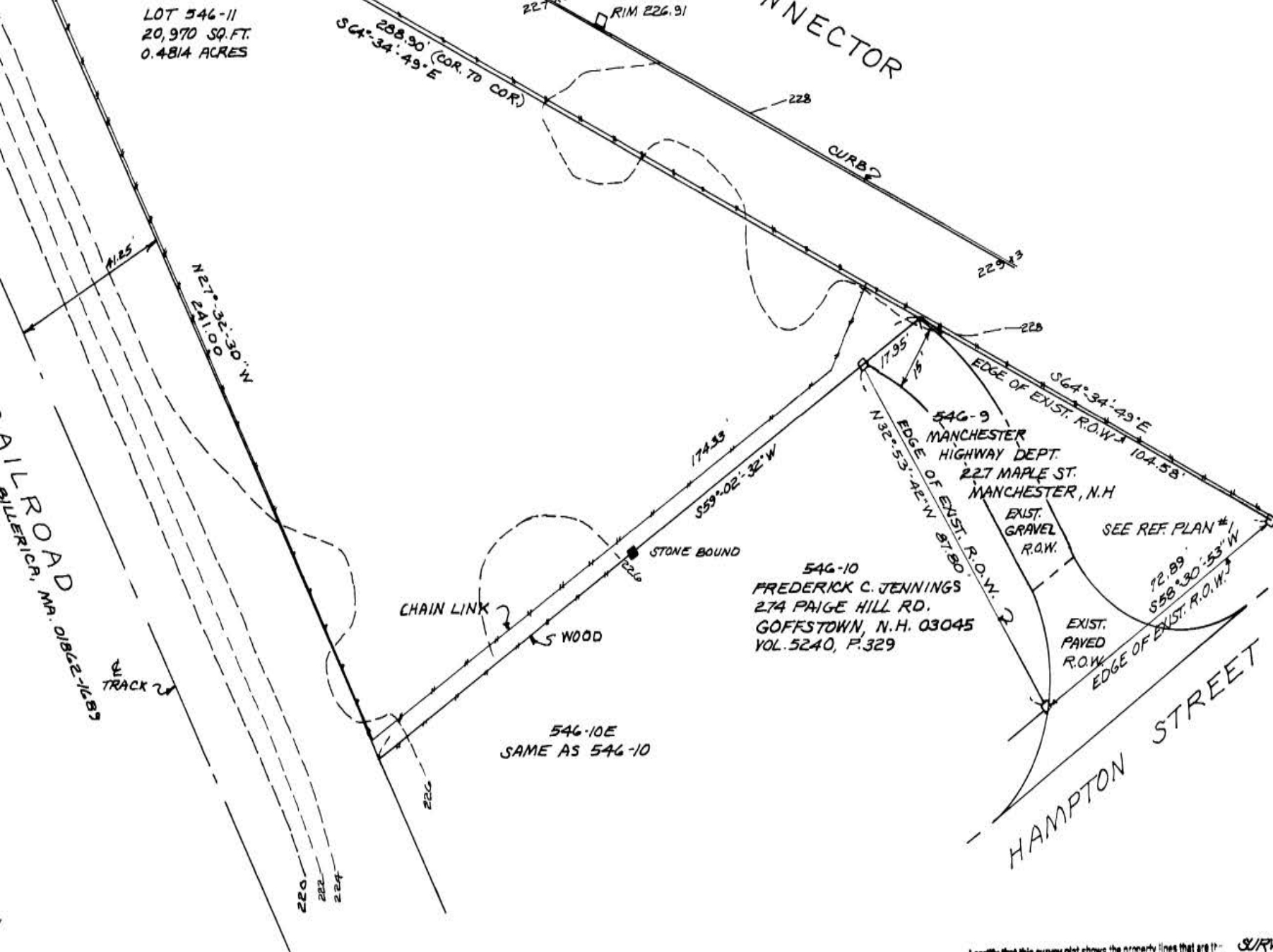
HAMPTON STREET

0 37.5 75 Feet



Produced by the Manchester Planning and Community Development Department
for a report submitted to the Committee on Lands and Buildings

LOT 546-11
20,970 SQ. FT.
0.4814 ACRES



I certify that this survey plat shows the property lines that are the lines of existing ownership and that the lines of streets and ways shown are those of public or private streets or ways already established and that no new lines for division of existing ownership or for new ways are shown. RSA 676:15

10 JULY '91
John T. Hills
Licensed Land Surveyor (RSA)

SURVEY & PLAN BY:
JOHN T. HILLS ENG., INC.
ENGINEER & SURVEYOR
1700 SOUTH WILLOW ST.
MANCHESTER, N. H.
603-622-5595

OWNER THOMAS J. KING
P.O. BOX 3137
BOSCAWEN, N.H. 03301
VOL. 5150, P. 1648

Brenda Masewic Adams, CTC
Tax Collector



Laura Mills
Deputy Tax Collector

CITY OF MANCHESTER TAX COLLECTOR

DATE: April 30, 2021
TO: Committee on Lands & Buildings
FROM: Brenda Masewic Adams, Tax Collector
RE: Negotiated Sale Price - Map 0856, Lots 0003A & 0003B,
Mooresville Rd vacant lots

On April 20, 2021, the Board of Mayor and Aldermen directed me to negotiate the sale price for the disposal of two vacant tax-deed lots at Mooresville Rd – Map/Lots: 856/3A & B.

These two lots were taken by tax deed for unpaid 2012 property taxes. The lots abut Interstate 293 South, PSNH, The State of NH and the Giovagnolis. The lots are unbuildable, landlocked and contains areas of wetland.

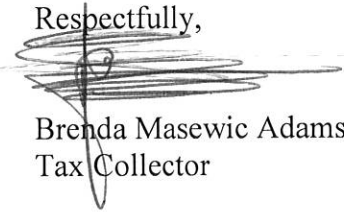
On Friday April 30, I spoke with Gerald Giovagnoli. His initial offer was \$500 for both lots. I countered with \$6,000. His final offer is \$3,000 for both lots.

He intends to use the lots for storage of equipment and other materials for his development.

The Notice to Former Owner to Repurchase (RSA 80:89) is in effect until October 11, 2021. Therefore, the sale is subject to RSA 80:89 which means I must notify the prior owner, Alan Yeaton and any lien holders at the time of the tax deed execution to fulfill or waive their repurchase rights before the sale to Mr. Giovagnoli can be finalized. If the sale is approved, I suggest that both lots are merged.

<u>Map/Lot</u>	<u>Tax Deeded</u>	<u>Deed Recorded</u>	<u>Book/Page</u>	<u>Lien Date</u>	<u>Back Taxes</u>
0856/3A	10/04/2018	10/11/2018	9117/0121	05/01/2013	\$3,498.22
0856/3B	10/04/2018	10/11/2018	9117/0123	05/01/2013	\$2,838.78

Respectfully,


Brenda Masewic Adams
Tax Collector



CITY OF MANCHESTER

Joyce Craig
Mayor

MEMORANDUM

To: Committee on Lands and Buildings
Attn: Alderman Shaw, Chair
From: Mayor Joyce Craig
Date: May 10th, 2021
Re: Request for Proposals: Pearl Street & Hartnett Parking Lot Development

Dear Alderman Shaw,

Like many communities across the United States, Manchester is experiencing a major housing shortage. As a result, housing costs are spiking across the market, leaving a growing share of the population unable to afford to rent or own a home. Manchester has been named the hottest real estate market in the country for the second year in a row, and in order to keep up with demand, there is a desperate need for not only more affordable housing, but more housing in general.

To find local solutions to this growing problem, my office established an Affordable Housing Taskforce, made up of community stakeholders from all aspects of housing, including private developers, finance authorities, non-profit leaders, and city staff. The Taskforce's final report was released last month, and the first recommendation they offered was to "prioritize the development of affordable housing on City-owned parking lots and vacant City-owned land."

The City owns two large parking lots downtown, the 'Pearl Street Lot' and the 'Hartnett Lot', that are ideal locations for new mixed-use building projects. In conjunction with Planning and Community Development, we have put together two Request for Proposals that would not only increase the amount of available housing stock in the City while prioritizing affordable housing, but would transform two underutilized blocks into thriving, mixed-use developments.

The submitted proposals must not result in a reduction of existing public parking spaces currently utilized by businesses and visitors to our downtown, and must integrate with the community in an architecturally pleasing and pedestrian friendly way.

People from all of the country are flocking to Manchester to live, work, and raise their families. We need to do everything we can to make sure we're welcoming new residents while ensuring that our community remains affordable for those who already choose to call our city home.

One City Hall Plaza • Manchester, New Hampshire 03101 • (603) 624-6500
Email: mayor@manchesternh.gov • Website: www.manchesternh.gov



CITY OF MANCHESTER

*Joyce Craig
Mayor*

REQUEST FOR PROPOSALS City of Manchester, New Hampshire

For

**Parties interested in acquisition and development of the
"Hartnett Parking Lot"
City of Manchester, New Hampshire**

**Proposals due by:
3:00 P.M. (EDT)**

DATE TO BE DETERMINED

I. Intent

The City of Manchester hereby requests proposals from qualified real-estate developers for the acquisition and development of Lot 10-6, a City-owned parcel that comprises most of the land area of a 208-space municipal surface parking lot known as the "Hartnett Lot." This document is intended to provide interested parties with sufficient information to prepare and submit proposals that respond to the request.

The City's goal is to redevelop the Hartnett Lot to provide as much affordable housing and public parking as is financially feasible in an architecturally pleasing and pedestrian-friendly way. Other uses, such as market-rate residential space, commercial space, public green space, and public art are encouraged, but not required, as part of the development plan.

For purposes of this RFP, "affordable housing" shall be defined as a dwelling unit for which the combined rental and utility costs or the combined mortgage-loan debt services, property taxes, and required insurance do not exceed 30% of the gross income of persons with an annual

**One City Hall Plaza • Manchester, New Hampshire 03101 • (603) 624-6500
Email: mayor@manchesternh.gov • Website: www.manchesternh.gov**

household income that does not exceed 80% of Area Median Income, as defined by the United States Department of Housing and Urban Development.

The City may have funding from multiple sources available to assist with the redevelopment project. If federal HOME funds are used as part of the financing package, the developer will be required to comply with the federal requirements cited as a part of the HOME Investment Partnerships Program Final Rules (24 CFR Part 92), as applicable.

II. Site Description

The Hartnett Lot is located in an area bounded by Lowell, Pine, Concord, and Chestnut Streets. A parcel map and aerial image of the lot are attached. It consists of slightly more than 2 acres. The site is entirely used as a municipal parking lot. The site is located in the center of an historic, civic area, with a cathedral, a park, the Manchester Public Library, and the New Hampshire Institute of Art nearby.

III. Selection Committee

A Selection Committee comprised of the Director of the Planning and Community Development Department, City Solicitor, Chief Assessor, the Director of the Public Works Department, Director of Homelessness Initiatives, and the Director of the Finance Department, or their designees, and a representative from the Board of Alderman shall make its recommendations to the Board of Mayor and Aldermen for approval at the conclusion of the review process.

VI. Submission Guidelines

General Instructions

The evaluation of a developer or development team will be based on the information submitted in the proposals that respond to this RFP and any associated background or reference checks. The Selection Committee may require interviews with Proponents to clarify certain aspects of any proposal, if necessary. Proponents should present all information necessary for the Selection Committee to choose a proposal for recommendation to the Board of Mayor & Aldermen.

Submitting the proposal

Proponents shall submit an original proposal along with ten (10) paper copies and a digital copy in a sealed envelope or other container by 3:00 p.m. on **Date to be Determined** at the following location:

Office of the City Clerk
One City Hall Plaza, Manchester, NH 03101

Proposals must be received in the above office by the specified time stated above. All proposals will be time-stamped when accepted. E-mailed or faxed proposals will not be accepted. Proposals received after the deadline will be returned unopened.

One City Hall Plaza • Manchester, New Hampshire 03101 • (603) 624-6500
Email: mavor@manchesternh.gov • Website: www.manchesternh.gov

VII. Proposal Content

Proponents shall provide an executive summary of the essential elements of the proposal, identifying the ways in which it addresses the general requirements of the RFP. The summary should be followed by a detailed description of the proposal, accompanied by any plans, diagrams, charts, pictures, and other information and materials necessary to fully describe the proposal. Each proposal shall:

Proponent Information

1. Provide the legal name, mailing address, telephone number, and e-mail address of the Proponent and a statement as to whether or not it is a sole proprietorship, partnership, corporation, or any other legal entity. A proposal by a corporation or other entity shall also give the state of incorporation or registration, identify the principal place of business, and identify any local office, including address and telephone numbers. Each proposal shall be signed by a person legally authorized to bind the Proponent. Proposals should identify any partners, persons, or firms who will participate in or are parties to the development proposal and any other parties who may act on behalf of the Proponent or who have the authority to legally bind the Proponent.
2. Describe the Proponent's experience and capabilities in developing similar projects.
3. Provide resumes describing the educational, work, and development experience for each of the key staff members who would be assigned to the project. Explain each key staff member's role and expected time commitment to the project.
4. Provide the purchase-price offer and any proposed contingencies or conditions of sale.

Project Description

1. Provide a general overview of the proposed development plan.
2. Explain in detail how the proposal meets the Evaluation Criteria. This should occupy the majority of the project description.
3. Identify any parking spaces to be conveyed to parties other than the Proponent and the form of ownership proposed.
4. Provide conceptual site plans, floor plans, diagrams, and narrative descriptions, as applicable, for all proposed structures and uses on the site.
5. Provide conceptual building elevations and perspective renderings that show all significant aspects of the proposed structures and uses.

6. Provide a preliminary development pro forma showing estimated development costs and proposed sources and uses of funds for the project, along with a general overview of the financial strategy and a demonstration of project feasibility.
7. Provide a description of local planning and zoning approvals required along with any necessary state or federal approvals, permits, or licenses required.
8. Provide a proposed schedule for the project, including phasing, if applicable.

Past, Present or Pending Legal Claims, Actions, or Suits

Describe in detail any court proceedings to which the Proponent has been a party in the past ten (10) years including any determination by an arbitration panel, federal, state, or local regulatory body, or court of law that any Proponent member has been found in breach or default under any agreement or contract. Identify by name, location, caption, docket number, or other form of identification the proceedings in which such determinations were made.

Describe any and all indictments and criminal investigations, regulatory actions, completed or pending, within the past ten (10) years, in any venue involving any member of the Proponent team. Identify by name, location, caption, docket number, or other form of identification, of all such criminal proceedings.

Identify any present or anticipated facts known to the Proponent that might reasonably be expected to adversely affect its ability to perform the services identified in the RFP.

Financial Qualifications

Interested Proponents must provide sufficient information and materials to demonstrate their financial ability to successfully complete the Project. If any financial information provided is not intended for public viewing, please clearly mark such information as "confidential."

VIII. Evaluation Criteria

All applications shall provide a minimum of 208 publicly available parking spaces. The City shall be permitted to purchase fee-simple title, an easement, or other property right for the exclusive use and maintenance of up to 50 percent (104) of these parking spaces, including the use of the spaces for public parking, at \$7,500 per parking space. Applications that do not provide parking that addresses these requirements will not be considered.

The Selection Committee will evaluate proposals based on the following criteria, with the provision of affordable housing and the number of public parking spaces as the two most significant factors:

1. Number of affordable housing units proposed;
2. Number of public parking spaces;

3. Adherence to the Design Guidelines included herein;
4. Experience in executing projects of similar size and scope;
5. Experience with building and managing residential units;
6. Ability to implement the project expeditiously;
7. Manner in which the parking spaces will be owned and managed;
8. The extent to which the uses on the site would foster engagement with the nearby park and activity beyond standard business hours;
9. Provision of public green space;
10. Provision of public art;
11. Ability to secure necessary financing;
12. Timing and phasing of proposed development;
13. Compatibility of proposed uses with surrounding area;
14. Degree to which the proposal encourages the development or redevelopment of sites located elsewhere in the Downtown area/ Central Business District;
15. Projected valuation upon completion;
16. Willingness to provide adequate security, (i.e. letters of credit, performance bonds, escrow deposits, etc.) to the City of Manchester in the event of breach of commitments, through performance bonding, insurance or other performance guarantees,
17. Price offered for land,
18. Amount of public funds, if any, that would be needed to make the project feasible, and
19. Hiring of local labor and businesses, with a preference for union-affiliated labor.

V. Design Guidelines

Proposals must be aesthetically appealing and compatible with the existing character of the downtown and Elm Street, regarding building height, massing, and exterior finishing materials. Architecture should adhere to principles of pedestrian-friendly design, including providing

sidewalks, street trees, visual interest and detailing on the first floor, and a consistent street wall or presence of buildings near the sidewalk.

Parking should also be designed to respect pedestrians. If parking directly fronts a street or sidewalk, it should be attractively designed. A parking lot that fronts a street or sidewalk should be lined with shade trees and have a defined border, such as a low wall or fence. A parking structure that fronts a street or sidewalk should provide visual interest and detailing.

Exterior materials should be of high quality, including wood, steel, glass, masonry, stone, or products that closely resemble those materials.

All public utilities onsite, such as water and sewer, shall be retained in place and remain accessible or be relocated.

IX. Selection Process

Inquiries

Any questions or concerns regarding the RFP must be submitted in writing (e-mail preferred) to: Matthew Normand at mnormand@manchesternh.gov or Office of City Clerk, One City Hall Plaza, Manchester, NH 03101.

Proponents are expected to raise any questions, exceptions, or additions they have concerning the RFP document prior to the submittal deadline. All questions submitted and any answers provided will be made available to all other interested parties. If a Proponent discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the Proponent should notify the above-named individual and request modification or clarification of the RFP.

Proposal Interviews

Proponents may be asked to participate in interviews with the Selection Committee to further explain or clarify their proposals. Every reasonable attempt will be made to schedule each interview at a time and location that is agreeable to all parties. Failure to interview on the date scheduled may result in rejection of the proposal.

Proposal Withdrawal

Proponents may withdraw a proposal in writing at any time up to the proposal closing date and time. If a proposal is withdrawn before the proposal due date, the Proponent may submit modifications or another proposal at any time up to the proposal closing date and time.

All proposals shall become the property of the City.

X. City Reservation of Rights

1. The City reserves the right to accept any proposal, in whole or in part, to negotiate further regarding any terms of the proposal to achieve the best proposal as determined

by the City at its sole discretion, and to reject any or all proposals for any reason whatsoever, should it be deemed in the best interests of the City to do so.

2. Negotiation if undertaken by the City is intended to result in a contract that is deemed by the City, in its sole discretion, to be in the City's best interests. Any such negotiations will use the selected proposal as a basis to reach a final agreement. Any and all such negotiations shall be binding upon the selected Proponent.
3. The City reserves the right to include in the contract for services other terms and conditions not specifically set forth here, including, but not limited to, terms and conditions required by funding sources and additional work which may be identified subsequent to the starting date of the contract.
4. The City reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received.
5. Any and all expenses incurred by the selected Proponent shall be the Proponent's responsibility.
6. The City will have reversion rights to the subject property and all improvements and betterments if the proposed project is not started within twelve (12) months of contract award or completed within thirty-six (36) months of the contract award.
7. The City disclaims responsibility for any errors in the attached material or material obtained from the City's website.
8. Award of a final contract is subject to the Board of Mayor and Aldermen deeming this property as surplus in accordance with the City's Surplus Property ordinance.
9. The deed for the premises shall contain a provision that requires the buyer or any subsequent owner of the premises to pay real-estate taxes on the premises, or to make a payment in lieu of taxes (PILOT) equal to real-estate taxes based on the full tax rate, including municipal, local school, state school, and county rates, applied to the full assessed value of the premises, irrespective of the buyer's or subsequent owner's taxable status.



CITY OF MANCHESTER

Joyce Craig
Mayor

REQUEST FOR PROPOSALS **City of Manchester, New Hampshire**

For

Parties interested in acquisition and development of the
"Pearl Street Parking Lot"
City of Manchester, New Hampshire

Proposals due by:
3:00 P.M. (EDT)

DATE TO BE DETERMINED

I. Intent

The City of Manchester hereby requests proposals from qualified real-estate developers for the acquisition and development of Lot 41-3A, a City-owned parcel that comprises most of the land area of a 330-space municipal surface parking lot known as the "Pearl Street Lot." This document is intended to provide interested parties with sufficient information to prepare and submit proposals that respond to the request.

The City's goal is to redevelop the Pearl Street Lot to provide as much affordable housing and public parking as is financially feasible in an architecturally pleasing and pedestrian-friendly way. Other uses, such as market-rate residential space, commercial space, public green space, and public art are encouraged, but not required, as part of the development plan.

For purposes of this RFP, "affordable housing" shall be defined as a dwelling unit for which the combined rental and utility costs or the combined mortgage-loan debt services, property taxes, and required insurance do not exceed 30% of the gross income of persons with an annual

One City Hall Plaza • Manchester, New Hampshire 03101 • (603) 624-6500
Email: mayor@manchesternh.gov • Website: www.manchesternh.gov

household income that does not exceed 80% of Area Median Income, as defined by the United States Department of Housing and Urban Development.

The City may have funding from multiple sources available to assist with the redevelopment project. If federal HOME funds are used as part of the financing package, the developer will be required to comply with the federal requirements cited as a part of the HOME Investment Partnerships Program Final Rules (24 CFR Part 92), as applicable.

II. Site Description

The Pearl Street Lot is located in an area bounded by Orange Street and North Church Eastback Street. A parcel map and aerial image of the lot are attached. The subject parcel, Lot 41-3 A, consists of about 2.8 acres. The site is entirely used as a municipal parking lot. Approximately 330 parking spaces are located on the subject property. There are no buildings on the site.

III. Selection Committee

A Selection Committee comprised of the Director of the Planning and Community Development Department, the City Solicitor, the Chief Assessor, the Director of the Department of Public Works, Director of Homelessness Initiatives, and the Director of the Finance Department, or their designees, and a representative from the Board of Alderman shall make its recommendations to the Board of Mayor and Aldermen for approval at the conclusion of the review process.

VI. Submission Guidelines

General Instructions

The evaluation of a developer or development team will be based on the information submitted in the proposals that respond to this RFP and any associated background or reference checks. The Selection Committee may require interviews with Proponents to clarify certain aspects of any proposal, if necessary. Proponents should present all information necessary for the Selection Committee to choose a proposal for recommendation to the Board of Mayor and Aldermen.

Submitting the proposal

Proponents shall submit an original proposal along with ten (10) paper copies and a digital copy in a sealed envelope or other container by 3:00 p.m. on **Date to Be Determined** at the following location:

Office of the City Clerk
One City Hall Plaza, Manchester, NH 03101

Proposals must be received in the above office by the specified time stated above. All proposals will be time-stamped when accepted. E-mailed or faxed proposals will not be accepted. Proposals received after the deadline will be returned unopened.

VII. Proposal Content

Proponents shall provide an executive summary of the essential elements of the proposal, identifying the ways in which it addresses the general requirements of the RFP. The summary should be followed by a detailed description of the proposal accompanied by any plans, diagrams, charts, pictures, and other information and materials necessary to fully describe the proposal. Each proposal shall:

Proponent Information

1. Provide the legal name, mailing address, telephone number, and e-mail address of the Proponent and a statement as to whether or not it is a sole proprietorship, partnership, corporation, or any other legal entity. A proposal by a corporation or other entity shall also give the state of incorporation or registration, identify the principal place of business, and identify any local office, including address and telephone numbers. Each proposal shall be signed by a person legally authorized to bind the Proponent. Proposals should identify any partners, persons, or firms who will participate in or are parties to the development proposal and any other parties who may act on behalf of the Proponent or who have the authority to legally bind the Proponent.
2. Describe the Proponent's experience and capabilities in developing similar projects.
3. Provide resumes describing the educational, work, and development experience for each of the key staff members who would be assigned to the project. Explain each key staff member's role and expected time commitment to the project.
4. Provide the purchase-price offer and any proposed contingencies or conditions of sale.

Project Description

1. Provide a general overview of the proposed development plan.
2. Explain in detail how the proposal meets the Evaluation Criteria. This should occupy the majority of the project description.
3. Identify any parking spaces to be conveyed to parties other than the Proponent and the form of ownership proposed.
4. Provide conceptual site plans, floor plans, diagrams, and narrative descriptions, as applicable, for all proposed structures and uses on the site.
5. Provide conceptual building elevations and perspective renderings that show all significant aspects of the proposed structures and uses.

6. Provide a preliminary development pro forma showing estimated development costs and proposed sources and uses of funds for the project, along with a general overview of the financial strategy and a demonstration of project feasibility.
7. Provide a description of local planning and zoning approvals required along with any necessary state or federal approvals, permits, or licenses required.
8. Provide a proposed schedule for the project, including phasing, if applicable.

Past, Present or Pending Legal Claims, Actions, or Suits

Describe in detail any court proceedings to which the Proponent has been a party in the past ten (10) years including any determination by an arbitration panel, federal, state, or local regulatory body, or court of law that any Proponent member has been found in breach or default under any agreement or contract. Identify by name, location, caption, docket number, or other form of identification the proceedings in which such determinations were made.

Describe any and all indictments and criminal investigations, regulatory actions, completed or pending, within the past ten (10) years, in any venue involving any member of the Proponent team. Identify by name, location, caption, docket number, or other form of identification, of all such criminal proceedings.

Identify any present or anticipated facts known to the Proponent that might reasonably be expected to adversely affect its ability to perform the services identified in the RFP.

Financial Qualifications

Interested Proponents must provide sufficient information and materials to demonstrate their financial ability to successfully complete the Project. If any financial information provided is not intended for public viewing, please clearly mark such information as "confidential."

VIII. Evaluation Criteria

All applications shall provide a minimum of 330 publicly available parking spaces. The City shall be permitted to purchase fee-simple title, an easement, or other property right for the exclusive use and maintenance of up to 50 percent (165) of these parking spaces, including the use of the spaces for public parking, at \$7,500 per parking space. Applications that do not provide parking that addresses these requirements will not be considered.

The Selection Committee will evaluate proposals based on the following criteria, with the provision of affordable housing and the number of public parking spaces as the two most significant factors:

1. Number of affordable housing units proposed;
2. Number of public parking spaces;

3. Adherence to the Design Guidelines included herein;
4. Experience in executing projects of similar size and scope;
5. Experience with building and managing residential units;
6. Ability to implement the project expeditiously;
7. Manner in which the parking spaces will be owned and managed;
8. Provision of public green space;
9. Provision of public art;
10. Ability to secure necessary financing;
11. Timing and phasing of proposed development;
12. Compatibility of proposed uses with surrounding area;
13. Degree to which the proposal encourages the development or redevelopment of sites located elsewhere in the Downtown area/ Central Business District;
14. Projected valuation upon completion;
15. Willingness to provide adequate security, (i.e. letters of credit, performance bonds, escrow deposits, etc.) to the City of Manchester in the event of breach of commitments, through performance bonding, insurance or other performance guarantees,
16. Price offered for land,
17. Amount of public funds, if any, that would be needed to make the project feasible, and
18. Hiring of local labor and businesses, with a preference for union-affiliated labor.

V. Design Guidelines

Proposals must be aesthetically appealing and compatible with the existing character of the downtown and Elm Street, regarding building height, massing, and exterior finishing materials. Architecture should adhere to principles of pedestrian-friendly design, including providing sidewalks, street trees, visual interest and detailing on the first floor, and a consistent street wall or presence of buildings near the sidewalk.

Parking should also be designed to respect pedestrians. Whether parking is proposed as a surface lot or a structure, locating the parking at the interior of the site and wrapping it with

other uses is encouraged. If parking must directly front a street or sidewalk, it should be attractively designed. A parking lot that fronts a street or sidewalk should be lined with shade trees and have a defined border, such as a low wall or fence. A parking structure that fronts a street or sidewalk should provide visual interest and detailing.

Exterior materials should be of high quality, including wood, steel, glass, masonry, stone, or products that closely resemble those materials.

All public utilities onsite, such as water and sewer, shall be retained in place and remain accessible or be relocated.

IX. Selection Process

Inquiries

Any questions or concerns regarding the RFP must be submitted in writing (e-mail preferred) to: Matthew Normand at mnormand@manchesternh.gov or Office of City Clerk, One City Hall Plaza, Manchester, NH 03101.

Proponents are expected to raise any questions, exceptions, or additions they have concerning the RFP document prior to the submittal deadline. All questions submitted and any answers provided will be made available to all other interested parties. If a Proponent discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the Proponent should notify the above-named individual and request modification or clarification of the RFP.

Proposal Interviews

Proponents may be asked to participate in interviews with the Selection Committee to further explain or clarify their proposals. Every reasonable attempt will be made to schedule each interview at a time and location that is agreeable to all parties. Failure to interview on the date scheduled may result in rejection of the proposal.

Proposal Withdrawal

Proponents may withdraw a proposal in writing at any time up to the proposal closing date and time. If a proposal is withdrawn before the proposal due date, the Proponent may submit modifications or another proposal at any time up to the proposal closing date and time.

All proposals shall become the property of the City.

X. City Reservation of Rights

1. The City reserves the right to accept any proposal, in whole or in part, to negotiate further regarding any terms of the proposal to achieve the best proposal as determined by the City at its sole discretion, and to reject any or all proposals for any reason whatsoever, should it be deemed in the best interests of the City to do so.

2. Negotiation if undertaken by the City is intended to result in a contract that is deemed by the City, in its sole discretion, to be in the City's best interests. Any such negotiations will use the selected proposal as a basis to reach a final agreement. Any and all such negotiations shall be binding upon the selected Proponent.
3. The City reserves the right to include in the contract for services other terms and conditions not specifically set forth here, including, but not limited to, terms and conditions required by funding sources and additional work which may be identified subsequent to the starting date of the contract.
4. The City reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received.
5. Any and all expenses incurred by the selected Proponent shall be the Proponent's responsibility.
6. The City will have reversion rights to the subject property and all improvements and betterments if the proposed project is not started within twelve (12) months of contract award or completed within thirty-six (36) months of the contract award.
7. The City disclaims responsibility for any errors in the attached material or material obtained from the City's website.
8. Award of a final contract is subject to the Board of Mayor and Aldermen deeming this property as surplus in accordance with the City's Surplus Property ordinance.
9. The deed for the premises shall contain a provision that requires the buyer or any subsequent owner of the premises to pay real-estate taxes on the premises, or to make a payment in lieu of taxes (PILOT) equal to real-estate taxes based on the full tax rate, including municipal, local school, state school, and county rates, applied to the full assessed value of the premises, irrespective of the buyer's or subsequent owner's taxable status.

Hunter Morris
Wire to Wire Technologies
66A Ashland Street, Manchester, NH 03104
603-809-6919 Hmorris@wiretowiretechnologies.com

January 11, 2021

Brenda Masewic Adams
Manchester Tax Collector's Office
One City Hall Plaza – West Wing, Manchester, NH 03101
603-624-6575

To Whom It May Concern:

My name is Hunter Morris and I am the owner of Wire to Wire Technologies, an IT company based here in Manchester, NH. I have been on the search for a property to move my growing business into and I came across 521 Maple street last year when it was listed on the market. I am writing to you at this time to express my interest in this property.

I currently live and run my business out of Manchester which makes this property location convenient. I intend to bring the property up to code and perform renovations to utilize it as a commercial space for my business. If zoning permits, I plan to explore converting this property to mix use so I can use it as my primary residence as well. The end goal would be one commercial and one residential unit. My business provides remote and onsite services so our customers would not have an impact on traffic or parking in the area.

I am a qualified buyer and have already been pre-approved by a lender. Letter available upon request. Thank you for taking the time to review this letter. If purchasing this property is possible, I look forward to hearing back on the next steps.

Sincerely,



Hunter Morris



CITY OF MANCHESTER Board of Assessors

One City Hall Plaza, West Wing
Manchester, New Hampshire 03101
Tel: (603) 624-6520 – Fax: (603) 628-6288
Email: assessors@ci.manchester.nh.us
Web: www.ManchesterNH.Gov



Robert J. Gagne, Chairman
Michael W. Hurley

Lisa Turner
Assistant to Assessors

To: Chairman Barbara Shaw, Committee on Lands & Buildings
From: Board of Assessors
Date: February 9, 2021
Re: Map 410, Lot 35 / 521 Maple St / City Owned Office Building
Request to Value Property

The Assessors have completed an analysis of the estimated market value of the above-referenced property. The following is a summary of important facts and the value estimate:

Property Location	521 Maple St
Assessors Map/Lot	Map 410, Lot 35
Property Owner	City of Manchester
Deed Book/Page	Bk - Pg Unknown / Undetermined
Date Acquired	Unknown / Not a Tax deeded parcel
Improved/Vacant	Improved / Small Office Building (3,755 square feet)
Total Land Area	10,248 square feet
Current Zoning	B-1 / Neighborhood Business
Overlay District	N/A
Easements	None known
Estimated Value	To be disclosed in non-public session (RSA 91-A:3 II(d))
Comments	Woodframe structure believed to have originally been constructed in 1890 and currently containing approximately 3,775 square feet of gross useable office area. Used most recently by the City School District. Building would need sprinkler system installed for continued use by the District, which has abandoned the use, reportedly due to high cost of retrofitting building to current safety standards. Currently vacant. Subject site is serviced by all public utilities. Recommend discussion of value in non-public session (RSA 91-A:3 II(d)).

Respectfully,

Robert J. Gagne
Chairman

Property Location: 521 MAPLE ST

MAP ID:0410/ / 0035/ /

Bldg Name:

State Use:9200

Vision ID: 12095

Account #12404968

Bldg #: 1 of 1

Sec #: 1 of 1

Card 1 of 1

Print Date:10/07/2019 09:39

CURRENT OWNER		TOPO.	UTILITIES	STRT./ROAD	LOCATION	CURRENT ASSESSMENT				2017 MANCHESTER, NH VISION										
CITY OF MANCHESTER		11 Suitable	1 All Public	1 Paved	9 Corner	Description	Code	Appraised Value	Assessed Value											
% CITY CLERK ONE CITY HALL PLAZA MANCHESTER, NH 03101 Additional Owners:		1 Level		5 Curb & Gutter	1 Urban	EXEMPT	9200	217,700	217,700											
				6 Sidewalk		EXM LAND	9200	99,000	99,000											
SUPPLEMENTAL DATA						EXEMPT	9200	1,400	1,400											
Other ID: Land Adjust NO Voided NO Total SF 10248 Zone Frontage/Dep No GIS ID: 410-35				RAD OR CADCAD = 720 Callback Ltr Sketch Note Land Class E Parcel Zip 03104-4949 ASSOC PID#		Total		318,100	318,100											
RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	q/u	v/i	SALE PRICE	V.C.	PREVIOUS ASSESSMENTS (HISTORY)												
CITY OF MANCHESTER			03/10/2006			0		Yr.	Code	Assessed Value	Yr.	Code	Assessed Value							
								2018	9200	217,700	2017	9200	217,700							
								2018	9200	99,000	2017	9200	99,000							
								2018	9200	1,400	2017	9200	1,400							
								Total:	318,100	Total:	318,100	Total:	318,100							
EXEMPTIONS			OTHER ASSESSMENTS						This signature acknowledges a visit by a Data Collector or Assessor											
Year	Type	Description	Amount	Code	Description	Number	Amount	Comm. Int.												
Total:																				
ASSESSING NEIGHBORHOOD										APPAISED VALUE SUMMARY										
NBHD/ SUB		NBHD NAME		STREET INDEX NAME		TRACING		BATCH		Appraised Bldg. Value (Card)										
605/A										217,700										
										Appraised XF (B) Value (Bldg)										
										0										
										Appraised OB (L) Value (Bldg)										
										1,400										
										Appraised Land Value (Bldg)										
										99,000										
										Special Land Value										
										0										
										Total Appraised Parcel Value										
										318,100										
										Valuation Method:										
										C										
										Adjustment:										
										0										
										Net Total Appraised Parcel Value										
										318,100										
BUILDING PERMIT RECORD										VISIT/ CHANGE HISTORY										
Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments	Date	Type	IS	ID	Cd.	Purpose/Result						
									11/14/2005			DP	02	2nd Visit Not Home						
									10/14/2000			DP	01	Meas/Int Estimate						
									05/30/1991				00	Meas & Int Insp.						
LAND LINE VALUATION SECTION																				
B #	Use Code	Use Description	Zone	Frontage	Depth	Units	Unit Price	I. Factor	S A	C. Factor	ST. Idx	S.I. Adj.	Notes- Adj	Rec Y/N	CU Cond	Special Pricing	Adj. Unit Price	Land Value		
1	9200	NON PROFIT MDL-94				10,248 SF	7.73	1.0000	1	1.00	605	1.25		N	0.000		9.66	99,000		
Total Card Land Units:						0.24 AC	Parcel Total Land Area:						0.24 AC	Total Land Value:						99,000

Property Location: 521 MAPLE ST

MAP ID:0410/ / 0035/ /

Bldg Name:

State Use:9200

Vision ID: 12095

Account #12404968

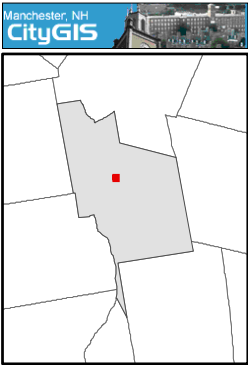
Bldg #: 1 of 1

Sec #: 1 of 1

Card 1 of 1

Print Date:10/07/2019 09:39

CONSTRUCTION DETAIL					CONSTRUCTION DETAIL (CONTINUED)							
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description					
Style	18		Office Bldg									
Model	94		Commercial									
Grade	04		Average +05									
Stories	1.75											
Occupancy	1			MIXED USE								
Exterior Wall 1	25		Vinyl Siding	Code	Description		Percentage					
Exterior Wall 2				9200	NON PROFIT MDL-94		100					
Roof Structure	03		Gable/Hip									
Roof Cover	03		Asph/F Gls/Cmp									
Interior Wall 1	03		Plastered	COST/MARKET VALUATION								
Interior Wall 2				Adj. Base Rate:		78.67						
Interior Floor 1	14		Carpet									
Interior Floor 2	05		Vinyl/Asphalt									
Heating Fuel	02		Oil									
Heating Type	05		Hot Water	Replace Cost		340,099						
AC Type	01		None	AYB		1890						
				EYB		1980						
				Dep Code		AV						
Bldg Use	9200		NON PROFIT MDL-94	Remodel Rating								
Total Rooms				Year Remodeled								
Total Bedrms	00					36						
Total Baths	0					0						
						0						
						1						
Heat/AC	00		NONE									
Frame Type	02		WOOD FRAME			64						
Baths/Plumbing	02		AVERAGE			217,700						
Ceiling/Wall	06		CEIL & WALLS			0						
Rooms/Prtns	02		AVERAGE			0						
Wall Height	8					0						
% Conn Wall												
OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)												
Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd	Apr Value
PAV1	PAVING-ASPH			L	1,200	2.30	2016		0		50	1,400
BUILDING SUB-AREA SUMMARY SECTION												
Code	Description				Living Area	Gross Area		Eff. Area		Unit Cost		Undeprec. Value
BAS	First Floor				2,302	2,302		2,302				181,103
FHS	Half Story, Finished				105	210		105				8,263
FOP	Porch, Open				0	95		24				1,883
TQS	Three Quarter Story				1,368	1,824		1,368				107,623
UBM	Basement, Unfinished				0	2,074		519				40,833
WDK	Deck, Wood				0	50		5				393
Ttl. Gross Liv/Lease Area:					3,775	6,555		4,323				340,099



Area Map Showing Extent Of Map At Left

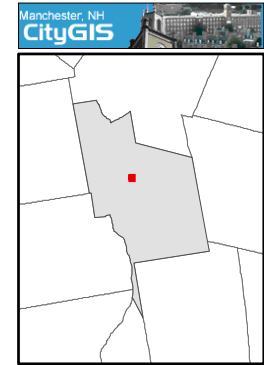
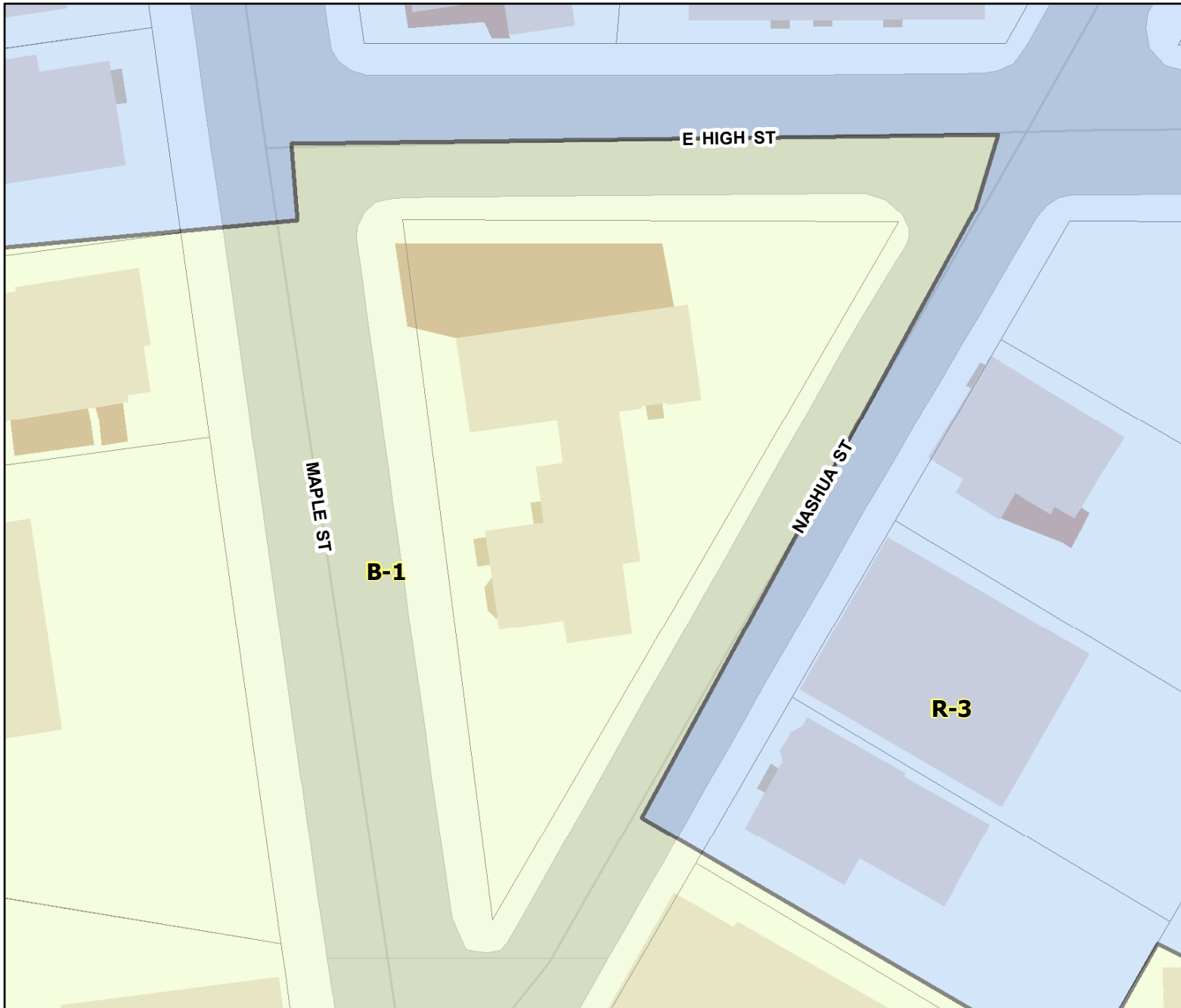


DISCLAIMER

The information appearing on this map is for the convenience of the user and is not an official public record of the City of Manchester, NH (the "City"). This map is not survey-quality. All boundaries, easements, areas, measurements, rights-of-way, etc. appearing on this map should only be considered approximations, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this information for any particular use. The City assumes no liability whatsoever associated with the use or misuse of this information. The official public records from which this information was compiled are kept in the offices of various City, County, and State government agencies and departments, and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.



0 12.5 25 50 Feet



Area Map Showing Extent Of Map At Left

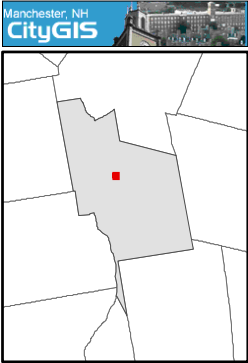


DISCLAIMER

The information appearing on this map is for the convenience of the user and is not an official public record of the City of Manchester, NH (the "City"). This map is not survey-quality. All boundaries, easements, areas, measurements, rights-of-way, etc. appearing on this map should only be considered approximations, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this information for any particular use. The City assumes no liability whatsoever associated with the use or misuse of this information. The official public records from which this information was compiled are kept in the offices of various City, County, and State government agencies and departments, and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.



0 12.5 25 50 Feet



Area Map Showing Extent Of Map At Left



DISCLAIMER

The information appearing on this map is for the convenience of the user and is not an official public record of the City of Manchester, NH (the "City"). This map is not survey-quality. All boundaries, easements, areas, measurements, rights-of-way, etc. appearing on this map should only be considered approximations, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this information for any particular use. The City assumes no liability whatsoever associated with the use or misuse of this information. The official public records from which this information was compiled are kept in the offices of various City, County, and State government agencies and departments, and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Leon L. LaFreniere, AICP
Director

Planning & Land Use Management
Building Regulations
Code Enforcement Division
Community Improvement Program
Zoning Board of Adjustment

Pamela H. Goucher, AICP
Deputy Director Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director Building Regulations

February 9, 2021

Alderman Barbara Shaw, Chairman
Committee on Lands and Buildings
Board of Mayor and Aldermen
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request to Purchase 521 Maple Street, Tax Map 410 Lot 35

Dear Chairwoman Shaw and Honorable Committee Members:

The City has received a request to purchase the City-owned real estate referenced above. The purpose of this letter is to provide a response from the Planning and Community Development Department (PCD), pursuant to Sections 34.15 – 25 of the Manchester Code of Ordinances.

As shown on the map included with this letter, the property is a triangular-shaped parcel located at the intersection of Maple Street, Nashua Street, and East High Street. It is occupied by a two-story, 6,500-square-foot building, which was most recently used by the School District. Before that, the City leased it to the Latin American Center, Inc. for decades. The School District left the building more than a year ago, as it did not have a sprinkler system. It has been unoccupied since.

Due to the lack of use that the City has for the building and the expense of installing a sprinkler system, PCD recommends that it would be in the City's best interest to determine the property "surplus," pursuant to Sections 34.21–22 of the Code, and sell it. Please note that the Code requires City-owned lots to be sold publicly, unless another manner of sale would be in the best interest of the City or required by justice.

The request letter submitted by Mr. Morris states that he would like to use the property for both his information-technology business and his residence. There may be a variance and a conditional-use permit needed from the City to accommodate the proposed uses and parking demands, which could be made contingencies of the sale.

A member of PCD staff will be available at your next meeting, should you have any questions.

Sincerely,

Jeffrey Belanger, AICP
Senior Planner
Manchester Planning and Community Development Department

Cc: Robert Gagne, Chairman, Board of Assessors
Brenda Masewic Adams, Tax Collector
Kevin Sheppard, P.E., Director of Public Works
File

521 Maple Street

East High Street

Maple Street

Nashua Street

0 12.5 25 50
Feet



Produced by the Manchester Planning and Community Development Department
for a report submitted to the Committee on Lands and Buildings